



Director of Advancement Services and Operations

Kent School
Kent, Connecticut

Founded in 1906, Kent School is an independent co-educational college preparatory school serving 520 students in grades 9-12 on a 1,200 acre campus nestled between the Appalachian Trail and the Housatonic River in Kent, Connecticut.

As an independent boarding school in keeping with the Episcopal Church, Kent prepares students for college and for life with a rigorous and comprehensive program. The school teaches those who strive to grow, nurtures striving where it falters, fosters academic excellence, and promotes understanding of and respect for one another's beliefs and differences.



Carney
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& ASSOCIATES

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Director of Advancement Services and Operations

Reporting to the Director of Development, the Director of Advancement Services and Operations is responsible for overseeing the advancement services team which manages the research and analytics that serves as the foundation for fundraising efforts and contributes to the department's success. The advancement services team also is responsible for the timely and accurate processing, acknowledgement, and reporting of gifts.

Specific Duties and Responsibilities

- Oversee the integrity, performance, and quality of data, systems (including Blackbaud's Raiser's Edge and NXT, Give Campus, iWave, etc.), and constituent information.
- Develop and manage an 18-month strategy and operational plan including metrics and goals that address the immediate and long-term goals of A&D that prepare Kent for the upcoming comprehensive campaign.
- Creates and updates reports, giving pages, and database software/technology needs.
- Performs regular database audits through weekly queries and annual assessments.
- Effectively collaborates with Admissions, Business Office, Dean's Office, and the Veracross coordinator to ensure all records are accurate.
- Formalize processes and procedures for all areas of Advancement Services and cross train team members to ensure the timely processing, receipt, and acknowledgement of gifts and to elevate the work of the Advancement Services department.
- Develop and distribute monthly and annual reports to ensure that research, data, and analytics drive fundraising efforts.
- Supports the Development Office with reporting and queries, in order to assist with fundraising and travel strategies.
- Creates documents, spreadsheets, timelines, and reports to support the Board of Trustees, the Business Office, and the Alumni & Development Office.
- Tracks all Call Reports and Actions in Raiser's Edge and leads regular conversations with the A&D team in order to facilitate the Moves Management of ongoing fundraising.
- Serve as the point of contact between Information Technology and Alumni & Development and provides budget oversight for technology and database needs.
- Other duties as assigned by the Director of Development.



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Qualifications

- A bachelor's degree and 5+ years of relevant experience.
- Experience at an independent boarding school environment is preferred.
- Proficient in Blackbaud's Raiser's Edge and NXT.
- Experience with Give Campus and iWave strongly preferred.
- Ability to use a wide variety of biographical, organizational and financial sources, including state-of-the-art online database services, websites, library, and government sources and other external repositories of public information to acquire relevant information.
- A proven track record of successful collaboration with internal and external stakeholders including, teammates, volunteers, and donors.
- Fluent with, and committed to, the mission of the School.
- Possess a high degree of professional discretion, integrity, good judgment, and high standards of professional conduct.
- Collaborate actively by soliciting and suggesting new ideas and improving upon the ideas of others.
- Speak and communicate effectively with a wide range of constituencies across the institution.
- Demonstrate a high level of organization and attention to detail while keeping the big picture in focus.

Additional Requirements

- Successful completion of post-offer, pre-employment criminal background checks, and drug tests.
- Maintain punctual and regular attendance.
- Work is performed on a smoke free campus.



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Interested Persons Contact

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All inquiries and nominations are kept confidential.

The essential functions and basic skills have been included. It is not intended to be construed as an exclusive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Kent School is committed to making equal employment opportunities available to all qualified persons. In accordance with federal, state, and local laws, we recruit, hire, promote, and evaluate all personnel without regard to race, color, religion, age, gender, ancestry, citizen status, veteran status, physical or mental handicaps, sexual orientation, or any other factors protected by law. Candidates from historically underrepresented groups are encouraged to apply.



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